

## **Sourcing Account Specialist**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The CPO is manages the centralized procurement of products, goods and services for State departments & agencies. Their primary responsibilities include: competitively bidding and administering statewide and agency term contracts; delegation and overview of purchase authority to agencies; competitive bidding of one time procurements; and overview of agency delegated procurements. The position is located in downtown Nashville and the monthly starting salary is \$3,924 – \$4,513 (determined on experience). Information regarding benefits can be found at [www.tn.gov/hr/employees1/benefits.html](http://www.tn.gov/hr/employees1/benefits.html). Qualified candidates should submit a resume and letter of interest to [CPO.Sourcing@tn.gov](mailto:CPO.Sourcing@tn.gov). Position will be posted until filled.

### **Examples of Duties and Responsibilities**

Under the direction of the Sourcing Account Management Team Lead:

- Primary liaison between the Executives of the assigned agency (agencies) and the Central Procurement Office Executive Management
- Manages multiple procurement projects that require special attention due to the visibility to the public or the dollar amount associated with the service/product
- Gathers and analyzes contract expenditure data
- Gathers and analyzes benchmarks for pricing and contract terms
- Develops solicitation specifications based on internal and external sources of information
- Analyzes proposal pricing against historical costs, other state contracts, and industry-recognized indexes
- Calculates and reports on estimated savings associated with contract proposals
- Possesses and demonstrates strong knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid
- Provides strategic advice and consultation to agency procurement and program staff to determine the proper methods of procurement as well as strategy development and execution of procurement activities
- Solves common problems associated with procurement activities, including data analysis and negotiations
- Manages and leads the evaluation team and process to award recommendation
- Leads and develops strategy for proposal clarifications, price negotiations and contract finalization and supports other procurement staff with similar activities
- Researches procurement-specific markets and industry developments for incorporation into procurement solicitation specifications to maximize cost savings and quality of procured goods and services
- Provides protest support in research and development of recommendation for resolution, as needed by the Legal department
- Works closely with other central procurement teams in support of procurement activities
- Builds and manages business relationships with agency procurement staff, central procurement category management teams and key vendors to facilitate effective sourcing outcomes
- Regularly represents the central procurement office while speaking at public events with internal and external stakeholders

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*

**Requirements**

- Bachelor's degree from an accredited college or university  
OR
- Four years of business, procurement, or contract management experience can substitute for the bachelor's degree
- Experience within a strategic sourcing procurement program
- Experience working with Microsoft Office; possesses a developed skill set specifically with Excel
- Experience using an enterprise procurement system
- Excellent organization, problem solving and negotiation skills
- Excellent analytical skills
- Excellent presentation, verbal and written communication skills